



City of Tempe

ALARM COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	172	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$25.583654
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$34.365865
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Records Supervisor
<i>Safety Sensitive/Drug Screen:</i>	No / Yes*	<i>EEO4 Group:</i>	Paraprofessionals
<i>Physical:</i>	No		
<i>*Drug screen required when assigned to the Police Department</i>			

REPORTING RELATIONSHIPS

Receives general supervision from the Fiscal/Research Manager and other management staff.
Exercises direct supervision over clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in program coordination and administration, preferably with an alarm system program. Experience with public awareness and education is preferred.
<i>Education:</i>	High school diploma, GED or equivalency, supplemented by college course work in bookkeeping, accounting.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To implement, enforce and coordinate the City's Alarm System program within the Police Department according to the City's Alarm System Ordinance; to develop and promote a public awareness and community education program focusing on false alarm prevention and compliance; and to serve as primary program contact and liaison for the public and City departments.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Implement, enforce and coordinate the City's Alarm System program within the Police Department according to the City's Alarm Ordinance.
- Issue alarm permits to private residences, apartment complexes and businesses; process initial and renewal fees; issue penalty fees for late or non-renewals; post fees in computer deposit file.
- Develop and promote a public awareness and community education program focusing on false alarm prevention and compliance.
- Serve as primary program contact and liaison for the public and City departments for program policies, procedures, and problems; respond to inquiries from citizens and other city departments regarding the alarm program; resolve problems as required.
- Monitor and review alarm call reports; contact sworn officers to clarify reports regarding false alarm calls; determine applicable penalty assessments and communicate them to citizens and alarm companies.
- Oversee appeals and hearings related to false alarm violations; represent the City in program related court procedures, dispositions and meetings.
- Analyze and interpret codes and ordinances to resolve problems in accordance with laws, regulations and policies.
- Compile and analyze data relating to the alarm program; prepare monthly reports as directed; draft reports and make recommendations for program changes.
- Write new code language as necessary for staff review; prepare written documentation such as policies, procedures, penalty assessments, revocation and waiver letters, ordinance revisions, and public education materials such as brochures and training guides.
- Provide pro-active performance planning utilizing performance management tools.
- Monitor program budget and participate in budget process.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective January 1998</i> <i>Revised January 2002 (Supervision Received/Exercised, salary range)</i> <i>Revised Nov 2010 (Removed driver's license requirement)</i> <i>Revised March 2011 (Updated Supervision Received)</i></p>